



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Swimming Instructor

School: Southover CE Primary School

Grade: [Single Status 6 or 7](#)

Responsible to: Noel Fadden (Headteacher)

Purpose of the Role:

Deliver swimming lessons to an agreed group of pupils and to maintain the safe running of the Swimming Pool.

Key tasks:

1. Provide swimming tuition to a group of pupils and encourage them to reach their full potential.
2. Plan and implement lessons suitable for the age and ability of pupils in accordance with the Equal Opportunities Policy.
3. Regularly assess pupils abilities and progress and arrange for the award of the appropriate certificates.
4. Comply with School's Health & Safety Policy and Normal Operating Procedures and Emergency Evacuation plans relating to our pool.
5. Comply with the internal Risk Assessment.
6. Report immediately to the Headteacher / Member of Senior Management in the event of emergency.

Progression/appointment to Single Status 7 is dependent on a progression/appointment opportunity being advertised and these additional duties being required:

7. Responsible for the daily running and maintenance of the pool.
8. Complete daily checks and report immediately any concerns to the Headteacher.
9. Provide weekly checklists to the Headteacher.
10. Ensure all legal policies and requirements are complied with.
11. Ensure Health & Safety procedures are complied with.
12. Complete relevant risk assessments and comply with all COSHH procedures.
13. Complete and comply with NOP (normal operating procedures) and EAP (Emergency Action Plan)
14. Advise office when chemicals / equipment need ordering and assist with the process.

PERSON SPECIFICATION

Essential education and qualifications

- Qualified Swimming Instructor
- Hold lifesaving qualification

Progression to SS7;

- Hold Pool Manager qualification or able to demonstrate equivalent experience

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to effectively prepare lessons including how feedback will be provided to pupils, parents and colleagues on pupils' learning and behaviour
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to evaluate pupils' progress through a range of activities
- Ability to work collaboratively with colleagues as part of the school team
- Ability to guide the work of other adults in the learning environment
- Ability to recognise and respond effectively to equal opportunities issues as they arise
- Ability to ensure all legal policies and requirements are complied with
- Ability to complete risk assessments and comply accordingly, reporting immediately any changes in circumstance
- Ability to understand and demonstrate compliance with all risk assessments and COSHH
- Ability to understand and comply with NOP (Normal Operating Procedures) and EAP (Emergency Action Plan)
- Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour
- Knowledge of the key factors that affect the way pupils learn
- Experience of working as a Swimming Instructor or equivalent experience of working with children or young people
- A commitment to the learning of all pupils

- A commitment to improving own practice through observation, evaluation and discussion with colleagues

Progression to SS7;

- Ability to keep accurate written records and checklists and report weekly to the Headteacher
- Be responsible for maintaining accurate records and reporting to office when chemicals and equipment need replacing and any subsequent pool works that may arise
- Knowledge of Pool Management Health & Safety

Document version control:

Date created/amended: September 2023

Name of person created/amended document:

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	No
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No